

City of Azle

Job title: FULL TIME Admin Battalion Chief

Job location: 900 Lakeview Dr. Azle, TX 76020 United States

Date posted: 03/15/17

Job type: Full-Time

Compensation: Salary Range: \$66,011 – \$70,909 plus over time DOQ

Please see web site for further details/benefits/ cert pay information at
<http://www.cityofazle.org/index.aspx?nid=131> .

Job Category: Administrative Battalion Chief/Paramedics

Job description:

The City of Azle Battalion Chief position requires an individual with knowledge of current fire and rescue techniques such as codes, principles of suppression, and EMS/paramedic procedures. Must be skilled with operating various fire and emergency medical apparatus, as well as basic office equipment. Must possess the ability to read and review documents and correspondence including professional journals, publications, and legislative data. Must demonstrate the ability to compute formulas for medical emergencies; and be able to effectively communicate through written reports, letters, memos, or other necessary correspondence.

Under the general supervision of the Fire Chief, assists with coordination and implementation of the City of Azle Fire Dept. programs. Provides professional support and planning to assist in mitigation, preparedness, response and recovery from emergencies and disasters by developing and maintaining comprehensive plans and providing assistance and coordination for implementation of the plans including a primary focus on QA/ QI programs. Performs all other duties as required.

Important and essential duties:

- Assists the Fire Chief in development and implementation of goals, objectives, policies, procedures and priorities of operations and administration
- Assumes command or functions in a leadership role for fires or other significant incidents
- Confers, coordinates and supervises subordinates as assigned
- Plans, administers, coordinates, executes, supervises and delegates activities of fire suppression and rescue, training, medical emergencies, fire inspections and investigations
- Makes technical decisions on methods of fire suppression and medical response including directing, administering, coordinating and supervising
- Maintains discipline and morale of subordinates and participates in personnel decisions
- Assists in preparation of the department budget

- Facilitates problem solving and develops strategies of cost savings
- Reviews and evaluates subordinate employee job performance
- Performs general administrative support functions
- May serve as liaison or representative of the department with other City departments, outside agencies, groups, businesses and private citizens

Ability to:

Effectively manage all line functions of the department including suppression and training; prepare clear, concise and complete oral and written reports; interpret and explain laws, city and department policies, codes and regulations. Establish and maintain cooperative working relationships with those contacted in the course of work. Effectively command personnel and coordinate emergency incidents; think and act quickly in emergencies. Be physically capable of performing command and control responsibilities in hazardous environments, which may require physical agility and strength and be prepared to use specialized equipment. Maintain a positive work environment. Work cooperatively with people; carry out the department's mission with integrity.

Job Requirements

- Valid Class B Exempt Driver's License;
- Texas Commission on Fire Protection Advance Firefighter Certification;
- Fire Officer II;
- Fire Instructor;
- Paramedic Certification with Texas Department of State Health Services;

Experience:

Three years professional level experience in Fire Service Management, emergency management, or a related field including professional planning experience.

Application Deadline: April 21, 2017

Application Link: <http://www.cityofazle.org/DocumentCenter/View/4517>

Benefits Link: <http://www.cityofazle.org/index.aspx?NID=131>

City of Azle career center: <http://tx-azle2.civicplus.com/jobs.aspx>

Important dates:

APPLICATION DEADLINE 5pm Friday, April 21, 2017.